

Creating

Movies Using Movie Maker

Objectives


- ▶ Plan a Movie Maker video
- ▶ Start Movie Maker and view a project
- ▶ Import and view video clips
- ▶ Organize and remove clips and collections
- ▶ Create a Movie Maker project file
- ▶ Trim clips in Timeline view
- ▶ Create transitions between clips
- ▶ Add a soundtrack
- ▶ Save and view your movie

Microsoft Windows Movie Maker lets you create movies with images and sounds that you can view on your computer, send to others in e-mail, or make available on the World Wide Web. You can use video recorded by a video or Web camera, images taken with a still camera, or any sounds, music, or narration recorded by a microphone to create home movies or business productions with professional results. Movie Maker provides you with the tools you need to import footage from video cameras and VCRs or directly from digital video cameras, store and organize the media on your computer, and produce polished movies that you can view and share with family, friends, and business associates using Windows Media Player.  John Casey, the owner of Wired Coffee Company, is considering using Movie Maker to create a marketing video for the Wired Coffee Web site. While he waits for a videographer to supply video footage, he decides to create a movie using video and audio clips he found on the Web.





Planning a Movie Maker Video

Movie Maker lets you combine video, audio, and image files to create movies you can show on your computer, e-mail to others, or place on a Web page. You save the movie you create as a file, just as you would save a word processing or spreadsheet file, and you can play and view it at any time. However, movies and their accompanying files are larger than most other documents you create—usually exceeding 5 MB. Before you begin, it's a good idea to plan your content.  John reviews the steps involved in planning a Movie Maker video.

Details

Before he creates the video, John will do the following:

► **Decide the purpose of the movie**

Your movie might be a promotional piece or catalog for business use, or a vacation movie to share with family and friends. Your purpose determines the subject, type, and quality of the **source material**, which is the video and audio material you will use. John decides to create a short movie about the sun and planets using video clips from the NASA Web site and some audio files from his CD collection to learn how to use Movie Maker.

► **Determine how to share the movie with others**

You might want to show your movie on a computer projection screen at a meeting, send it as an attachment in an e-mail message, or place it on a Web site. When you place a movie on a Web site, viewers might **download** it, which means to transfer it to their computers and store it for future viewing. If your movie is very long or has many high-quality images, the movie file will be large and will take a long time to download. Because the NASA video clips are high-quality and therefore large, John decides to limit the length of his movie to about one minute to keep the file size small.

► **Choose source material**

If you have a digital video or digital Web camera, you can record or capture digital images directly into Movie Maker on your computer. To use existing video or audio segments, called **clips**, you must **import** them, or bring them into, Movie Maker. You can also import clips from videotape, but your computer must have a video capture card to convert clips from analog to digital format. You can start the System Information accessory on the System Tools submenu to determine whether you have a video capture card installed on your computer. John plans to import the NASA video clips and background music audio files into Movie Maker.

► **Sketch the movie**

Before putting your movie together in Movie Maker, it's important to make a sketch of your movie that shows the order of the audio and video components. What audio clips do you want to play with what video clips? Figure M-1 shows John's sketch. It starts with a clip of the Earth and Venus, then transitions to a clip of the spinning sun, followed by some footage of a quake on the sun, and ends with a shot of Apollo orbiting the Earth. John's sketch also shows his soundtrack, which starts with an Earth song and transitions to other space sounds.

► **Review the process used to create a movie**

Figure M-2 shows the process you use to create a movie. First, you bring clips of source material into a Movie Maker project file. A **project file**, which is the working copy of your movie, is a Movie Maker document with the filename extension .MSWMM. You then use the project file to: set the order of your movie segments; **trim** (delete) portions of clips you don't want to use; specify how clips display from one to the next, called **transitions**; and, lastly, preview your work. Finally, you save your project file as a movie with the filename extension .WMV and display the completed movie using the Windows Media Player program. John will bring his video and audio clips into a Movie Maker project file and edit them to create his movie. When the movie looks the way he wants, he will save it as a .WMV file and transfer, or upload it, to his Web site.

FIGURE M-1: Sketch of John's movie plan

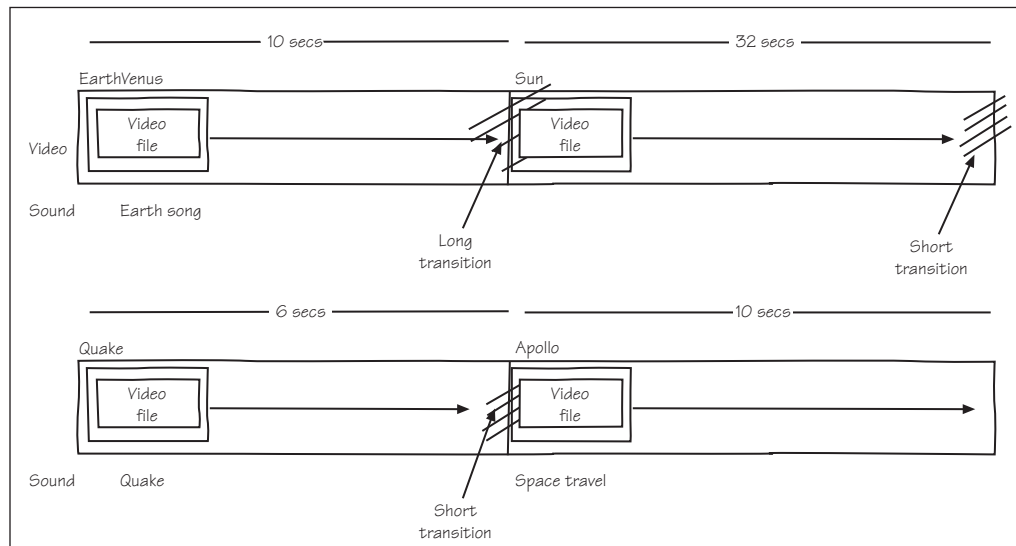
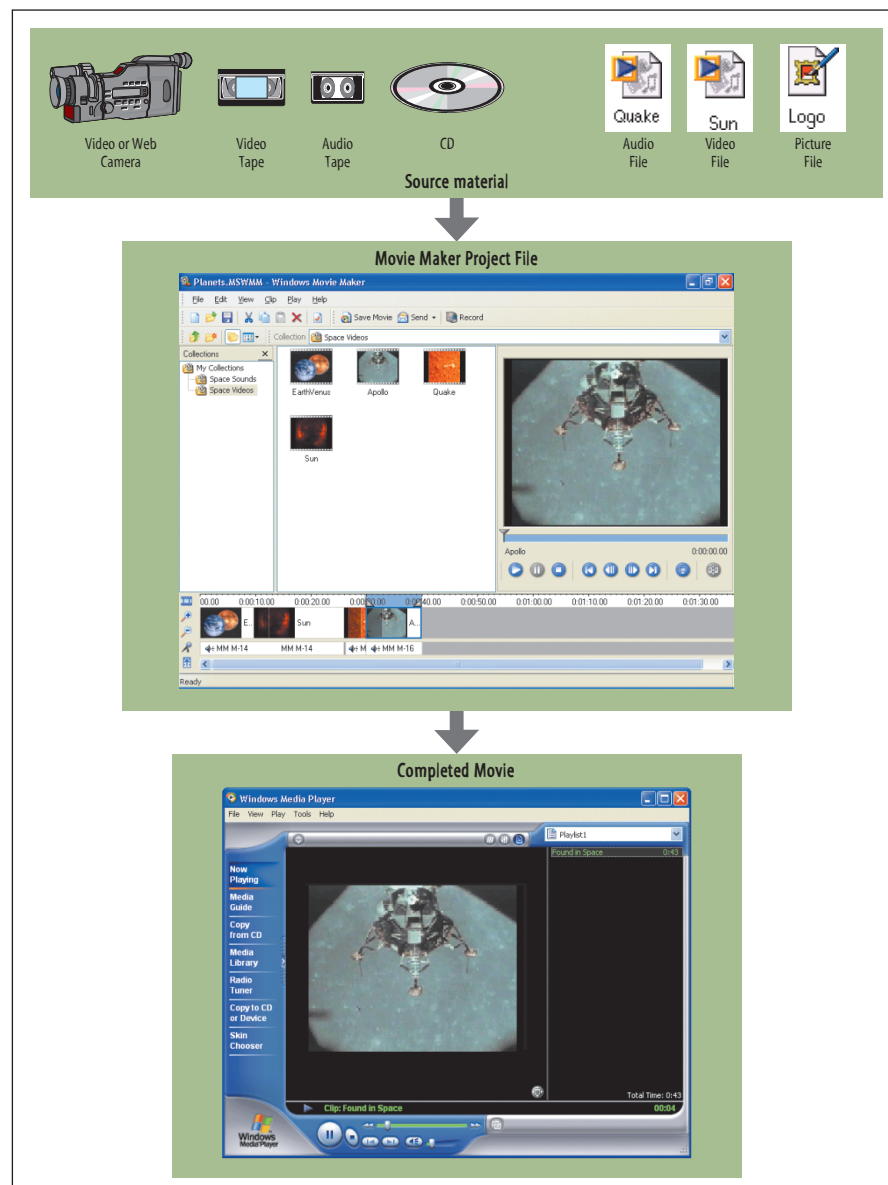



FIGURE M-2: Movie creation process with Movie Maker





Starting Movie Maker and Viewing a Project

Movie Maker is a Windows accessory program, so to start it you must first open the Accessories menu on the All Programs menu. To work on an existing Movie Maker project, you must open the appropriate project file. You can view a project in one of two views: **Storyboard view**, which shows the order of your clips, and **Timeline view**, which shows the duration of each clip and the types of transitions between them as well as the sound track.  John wants to view an existing project to get acquainted with the main screen elements of Movie Maker.

Steps 1234

QuickTip

When Windows Movie Maker starts for the first time, an informational tour will automatically start.

Trouble?

If an error message appears asking for missing linked files, click Browse in the message box, then look in the drive and folder where your Project Files are located.

1. Click the **Start button** on the taskbar, point to **All Programs**, point to **Accessories**, then click **Windows Movie Maker**

The Movie Maker program starts. Depending on previous use of the program, you may see clips in the large area in the center of the screen known as the Collections area, and folders in the Collections pane on the left side of the screen where you store the clips.

2. Click the **Open Project button**  on the Standard toolbar

The Open Project dialog box opens, displaying the contents of the My Videos folder.

3. Click the **Look in list arrow**, navigate to the drive and folder where your project files are stored, click **MM M-1.mswmm**, click **Open**, then maximize the project window if necessary. The project opens, showing movie clips at the bottom of the screen and a frame of the first clip on the right side of the screen in the monitor. Below the monitor is the **Monitor bar**, which contains buttons to control the playback and navigation of the movie, which are similar to those on a VCR. See Figure M-3 to identify the names and functions of the major screen elements. The monitor and workspace show the open project in Storyboard view. You use Storyboard view to set the order of your clips.

4. Click the **Timeline button**  in the workspace

The workspace now displays the Timeline view of your project, as shown in Figure M-4. The timeline lets you measure the relative length of each video clip in seconds. At the bottom of the workspace is the **Audio bar**, which contains audio clips for the sound track. You use Timeline view to set the timing and length of your clips as well as the transitions between them.

5. Click the **Zoom In button**  in the workspace

The timeline increments expand, giving you a closer view of your movie project clips.

6. Click the **Zoom Out button**  in the workspace

The timeline increments return to their original size.

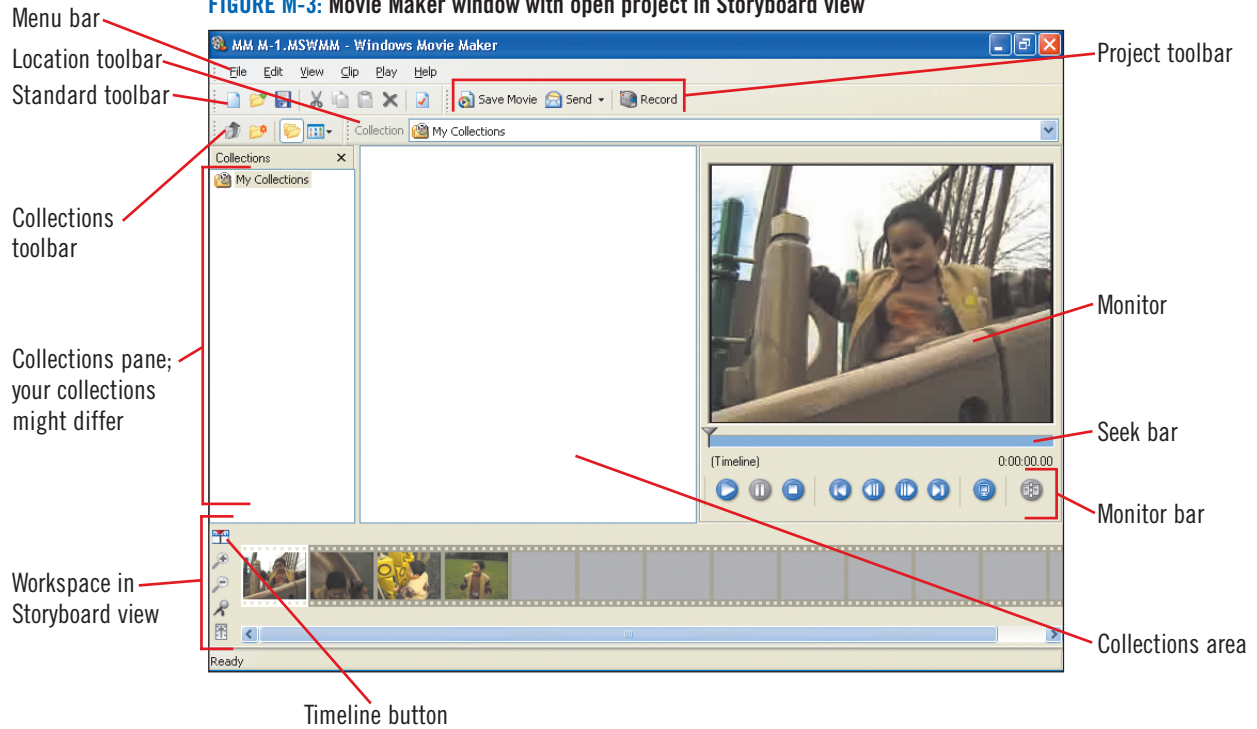
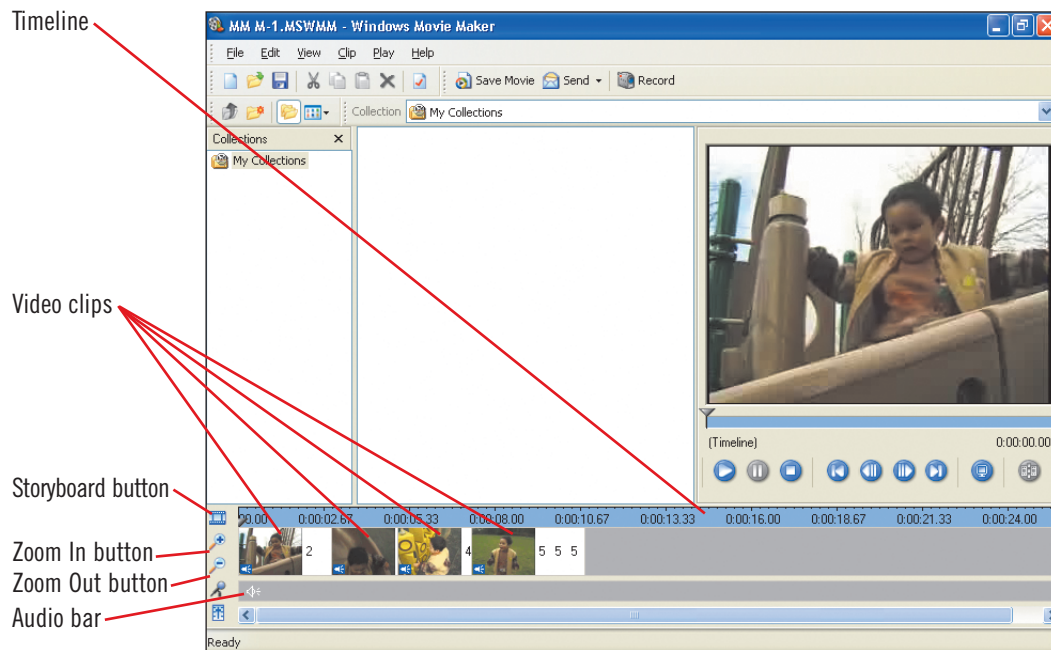
7. Click the **Storyboard button**  in the workspace

Your movie returns to Storyboard view, displaying the clips without their durations or the sound track.

8. Click the last frame in the Storyboard, then click the **Play button**  on the Monitor bar. The individual video clip plays with its accompanying soundtrack.

9. Click **Play** on the menu bar, then click **Play Entire Storyboard/Timeline** to preview your movie

The entire movie plays with its accompanying soundtrack. As each clip plays on the monitor, the corresponding clip on the storyboard is highlighted in white.

FIGURE M-3: Movie Maker window with open project in Storyboard view**FIGURE M-4: Workspace in Timeline view**


Sources of video and sound clips

If you want to use existing video and audio clips in your movie instead of recording them yourself, you can obtain them from various companies that specialize in video processing, or download them from the World Wide Web. Commercial CDs are excellent

sources for audio clips. If you record clips from any commercial source, however, be sure you are aware of copyright restrictions that regulate how you may or may not use the content. For more information, see the Movie Maker Help file topic, "Using content legally."



Importing and Viewing Video Clips

Before you can use video or audio source material in your movies, you must first bring them into Movie Maker from a file on your computer or directly from a digital source connected to your computer, such as a digital video camera or microphone. To bring in video or audio clips or still pictures that are already in a digital file, you use the Import command on the File menu. Table M-1 shows which file formats (identified by filename extensions) you can import to Movie Maker. If your video, audio, or pictures are not in digital format, such as video footage from video cameras and VCRs, photograph prints, or music on tape cassette, you will need additional hardware on your computer, such as a video capture card or scanner, to transfer the media to your computer and create digital files. When you bring clips into Movie Maker, the program creates a collection folder on the left side of the screen in the **Collections pane**, which contains the video or audio clip you imported. The contents of the selected collection folder appear in the right pane of the **Collections area**. You can store more than 20 hours of video for each gigabyte of hard disk space on your computer.  To create his movie about the sun and planets, John decides to import some .avi video clip files he recently downloaded from the NASA Web site into a collection folder.

Steps 1234

1. Click **File** on the menu bar, then click **Import**

The Select the File to Import dialog box opens.

2. Click the **Look in list arrow**, then navigate to the drive and folder where your Project Files are located

A selection of video and audio clips appears in the Select the File to Import dialog box.

QuickTip

To select multiple files in nonconsecutive order in the Select the File to Import dialog box, press and hold [Ctrl], then click each file you want to select.

3. Press and hold **[Shift]**, click the file **MM M-2.avi**, click the file **MM M-5.avi** to select the files MM M-2.avi, MM M-3.avi, MM M-4.avi, and MM M-5.avi, then release [Shift] and the mouse button

Pressing [Shift] allows you to select multiple files in consecutive order in the Select the File to Import dialog box and in any dialog box where you are selecting files to open or import.

4. Make sure that the **Create clips for video files check box** is selected

Selecting the Create clips for video files check box makes a collection of clips easier to work with. It ensures that Movie Maker automatically breaks video files into separate clips every time it detects a completely new frame. In this case, however, each file contains only one clip.

5. Click **Open**

When Movie Maker imports video files, a collection folder with the name of each imported file is created on the left side of the screen under My Collections, and the clips the selected collection contains appear on the right side of the Collections area. When you import audio or picture files, the new clips are placed in the currently selected collection and are not automatically placed in new collections.

6. In the Collections pane click the **MM M-2** collection, then click the **Clip 1** video clip in the Collections area

The first frame of the selected clip appears in the monitor, and the clip name appears below the Seek bar, as shown in Figure M-5.

QuickTip

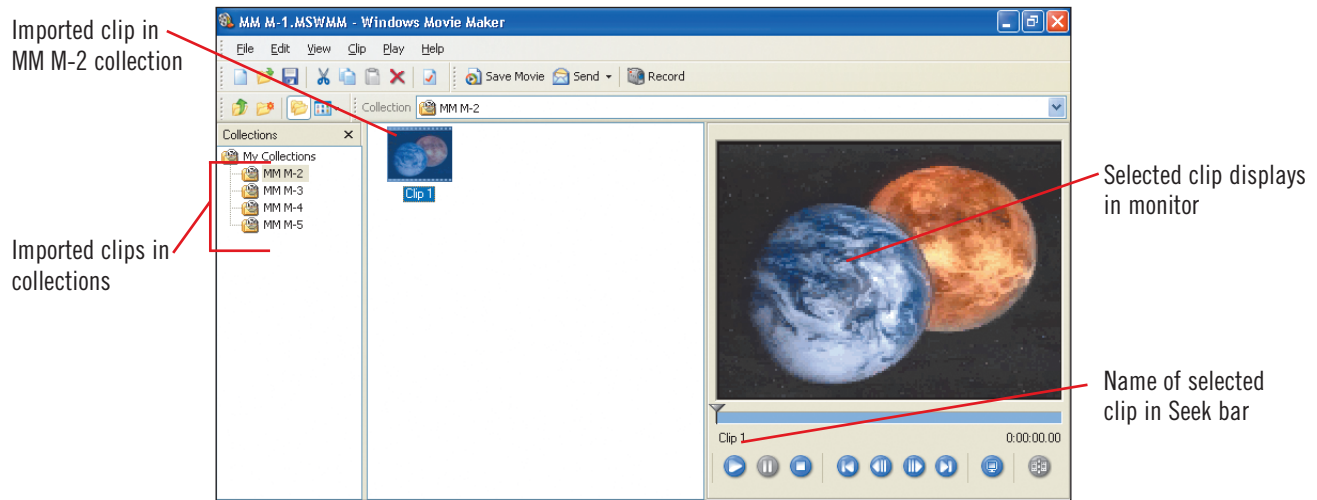
To play or pause a clip quickly, press [Spacebar]. You can also drag any clip from the Collections area to the monitor to begin playing that clip.

7. Click **Play button** on the Monitor bar

As the clip plays, the triangle in the Seek bar moves right to show its progress, and the timer below the Seek bar shows how much time has elapsed. You can click other Monitor bar buttons below the Seek bar or drag the triangle in the Seek bar to control the playback of the movie.

8. Play each clip in the collections you imported


Now you are familiar with the content of all the clips for the movie.

FIGURE M-5: Selected clip in MM M-2 collection**TABLE M-1:** File types Movie Maker can import

file type	file extensions
Video	.asf, .avi, .wmv
Movie Maker	.mpeg, .mpg, .mlv, .mp2, .mpa, .mpe
Audio	.wav, .snd, .au, .aif, .aifc, .aiff, .wma, .mp3
Windows media	.asf, .wm, .wma, .wmv
Still images	.bmp, .jpg, .jpeg, .jpe, .jfif, .gif, .dib
PowerPoint files and slides	.ppt




Recording video and sound clips directly in Movie Maker

You can record your own video source material from an analog or digital video camera, videotape, or television directly in Movie Maker. Similarly, you can record audio source material from radio, audio or video tape, or a CD. In the recording process, Movie Maker converts the material to Windows Media format. To record video or audio, click the Record button  on the Project toolbar, specify if you want to record audio or video, specify the device and quality setting, select whether you want to set a record time limit or the Create clips option, then click Record. When you select the Create clips option,

Movie Maker automatically creates separate clips every time an entirely different frame is detected, which is helpful when you want to find specific parts of a movie. To end the recording, click Stop, then save the media file with a name in the Save Windows Media File dialog box. If you selected the Auto generate file option in the Options dialog box (click View on the menu bar, then click Options), the Windows Media File dialog box doesn't appear, and a new file is automatically created and saved in the specified location.



Organizing and Removing Clips and Collections

As you continue to collect video and sound clips for use in different movie projects, the number of clips in a collection and in Movie Maker can grow rapidly and become hard to manage. You can use the same management techniques you use in My Computer and Windows Explorer to help you organize and remove clips and collections. Once you have clips in your collections, you can rename the clips and collections as you would a file or folder and use them to create a movie. When you no longer need individual video and sound clips or entire collections, you can remove them from Movie Maker. When you remove video and sound clips and collections, they are only deleted from Movie Maker; the original video and sound files, which you imported into Movie Maker, are not deleted and remain unchanged on your hard drive.  John wants to organize clips and collections and remove any collections he no longer needs.

Steps 1 2 3 4

1. In the Collections pane, right-click the **MM M-2** folder, click **Rename**, type **Space Videos**, then press **[Enter]** to change the name of the collection
Now the collection has a meaningful name, making it easier to identify.

2. Right-click the filename under the clip in the Collections area, click **Rename**, type **EarthVenus**, then press **[Enter]** to change the name of the clip
Now the clip in the Space Videos collection has a meaningful name.

QuickTip

To create a new collection folder in a folder, select any folder in the Collections pane, click the New Collection button  on the Collections toolbar, type a name, then press **[Enter]**.


3. Rename the clips (but not the collections themselves) in **MM M-3** as **Sun**, **MM M-4** as **Apollo**, and **MM M-5** as **Quake**, then drag each clip to the Space Videos collection in the Collections pane
Now all the clips have meaningful names, and they are organized in a collection folder.

4. In the Collections pane, right-click the **MM M-3** folder, click **Rename**, type **Space Sounds**, then press **[Enter]** to change the name of the collection

5. In the Collections pane, click the **Space Videos** collection
The Space Videos collection appears with the organized clips in the Collections area, as shown in Figure M-6.

6. In the Collections pane, click the **MM M-4** collection
The collection is empty.

QuickTip

To delete a video or sound clip, click the clip you want to remove in the Collections area, click the Delete button , then click Yes.

7. Click the **Delete button**  on the Standard toolbar, then click **Yes** to confirm the deletion
You deleted the MM M-4 collection folder.


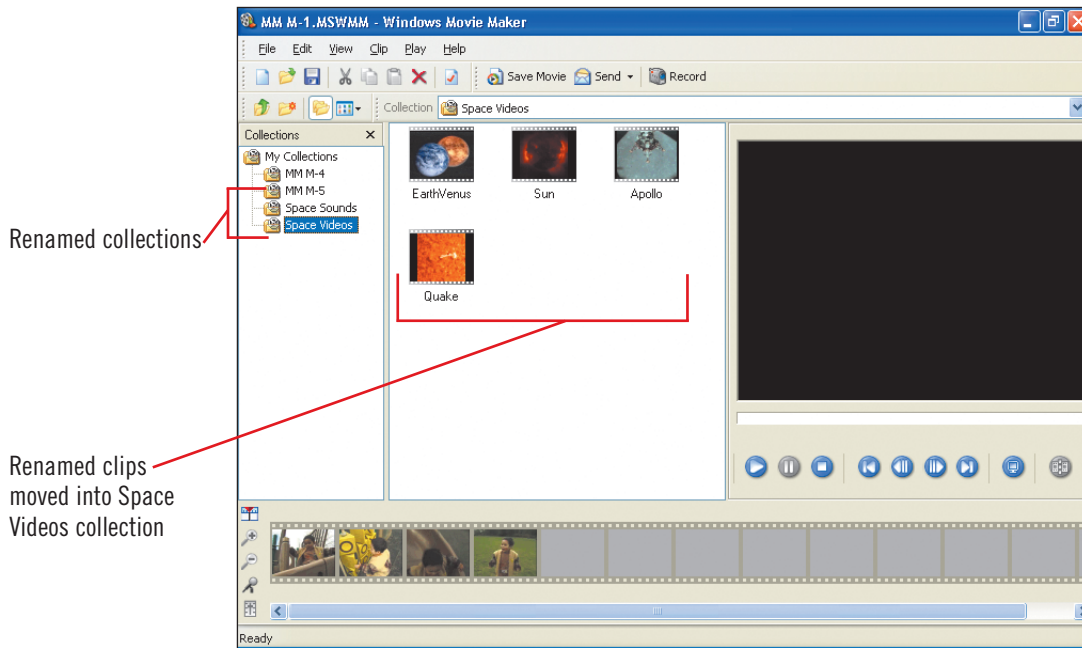
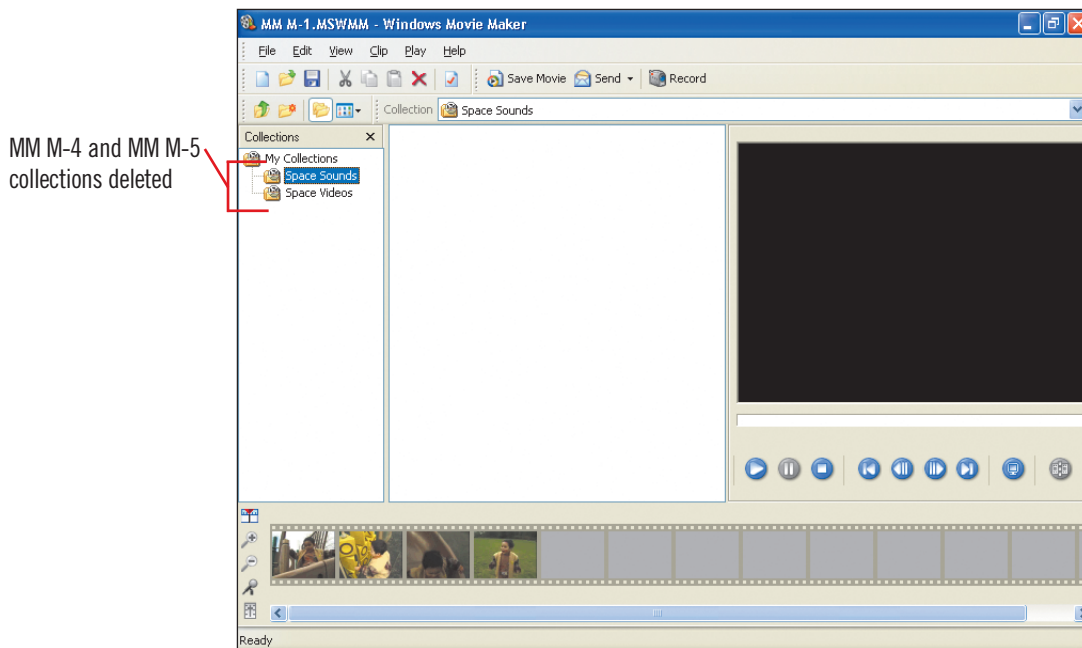
8. In the Collections pane, click the **MM M-5** collection if necessary, click the **Delete button**  on the Standard toolbar, then click **Yes** to confirm the deletion
You deleted the MM M-5 collection folder. Compare your screen to Figure M-7.

FIGURE M-6: Movie Maker window with organized clips and collections**FIGURE M-7:** Movie Maker window with deleted collections

Learning more about Movie Maker on the Web


You can learn more about Movie Maker by visiting the Windows Movie Maker Web site on the Web. The Microsoft Web site provides the latest information about using Movie Maker to create, edit, and share movies. You can find out the information you need to use Windows Movie Maker for Windows XP with

analog and digital video equipment, and how to transfer video footage from a VCR or video camera directly to your computer. To access the Web site, click Help on the menu bar, then click Windows Movie Maker on the Web. You need an Internet connection to access the Web site.




Windows XP

Creating a Movie Maker Project File

When you start Movie Maker, a new, untitled project automatically opens. To create a movie, you drag video and audio clips from your Collections area to the project file's storyboard. You can then arrange the clips in any order you want by dragging them on the storyboard. After you preview your project and are satisfied with the results, you save it as a movie file that you can send to others and play using Windows Media Player.  John decides to create a project file using the planet images he imported.

Steps 1 2 3 4

1. Click the **New Project button**  on the Standard toolbar, then click **No** if you are asked to save the current project in the workspace

The first project you opened closes, and a new project opens. The title bar reads "Untitled," and the storyboard and monitor are empty, verifying that you are viewing a new project. The collections in Movie Maker remain the same. They are independent of the current project.

2. In the Collections pane, click the **Space Videos** collection

The clips display in the Collections area.

3. Position the mouse pointer over the **EarthVenus** clip in the Collections area, then drag it to the first frame of the storyboard, releasing the mouse button when the pointer becomes 

As you drag the EarthVenus clip, a dark gray bar appears on the left side of frame one to indicate the new location of the clip. The EarthVenus clip appears on the storyboard as shown in Figure M-8. When you place clips on the storyboard, the program saves a reference to the clip's location, but it does not save the clip itself in the project file. Do not rename, move, or delete clips from your hard disk that you use in your project files. If you send your project file to someone, be sure to include the source material clips as well.

QuickTip

If you drag the wrong clip to the storyboard, select it, then press [Delete]. The clip remains in the Collections area and on your hard drive.

4. Drag the **Sun** clip to the second frame of the storyboard, drag the **Apollo** clip to the third frame of the storyboard, then drag the **Quake** clip to the fourth frame of the storyboard. After you drag a clip to the storyboard, notice that its name appears under the Seek bar. If you click the Play button, only the selected clip plays.

5. Click the blank gray area of the storyboard to the right of the last clip

The first frame appears in the monitor and "(Timeline)" appears under the Seek bar instead of a selected clip name. If you play the video now, all of the clips in the storyboard will play.

6. Click the **Play button**  on the Monitor bar, then let the entire movie play

As the movie plays, information about its duration and progress appears in the time indicator below the Seek bar.

7. Drag the **Apollo** clip in frame three of the storyboard to the right of the Quake clip in frame four

As you drag the clip, a dark gray bar appears between frames to indicate the new location of the clip. The clips are reordered in Storyboard view, as shown in Figure M-9.

8. Click **Play** on the menu bar, then click **Play Entire Storyboard/Timeline**

The project plays the clips in the new order you specified.


9. Click the **Save Project button**  on the Standard toolbar, click the **Save in list arrow** in the Save Project dialog box, navigate to the drive and folder where your Project Files are located, name the project **Planets**, then click **Save**

FIGURE M-8: EarthVenus clip in Storyboard view

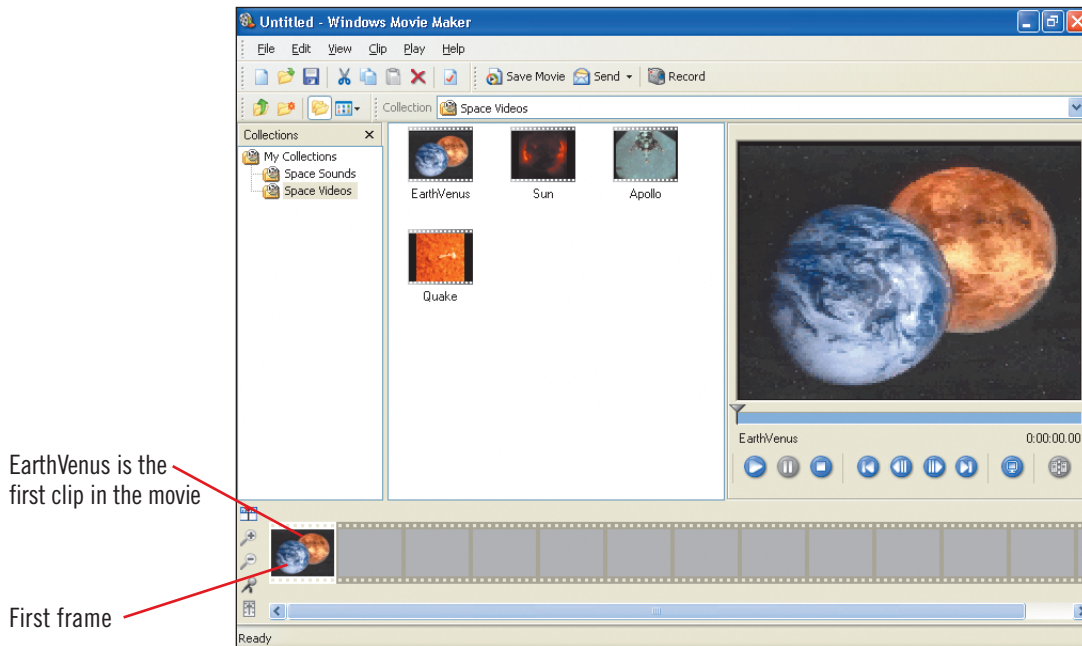
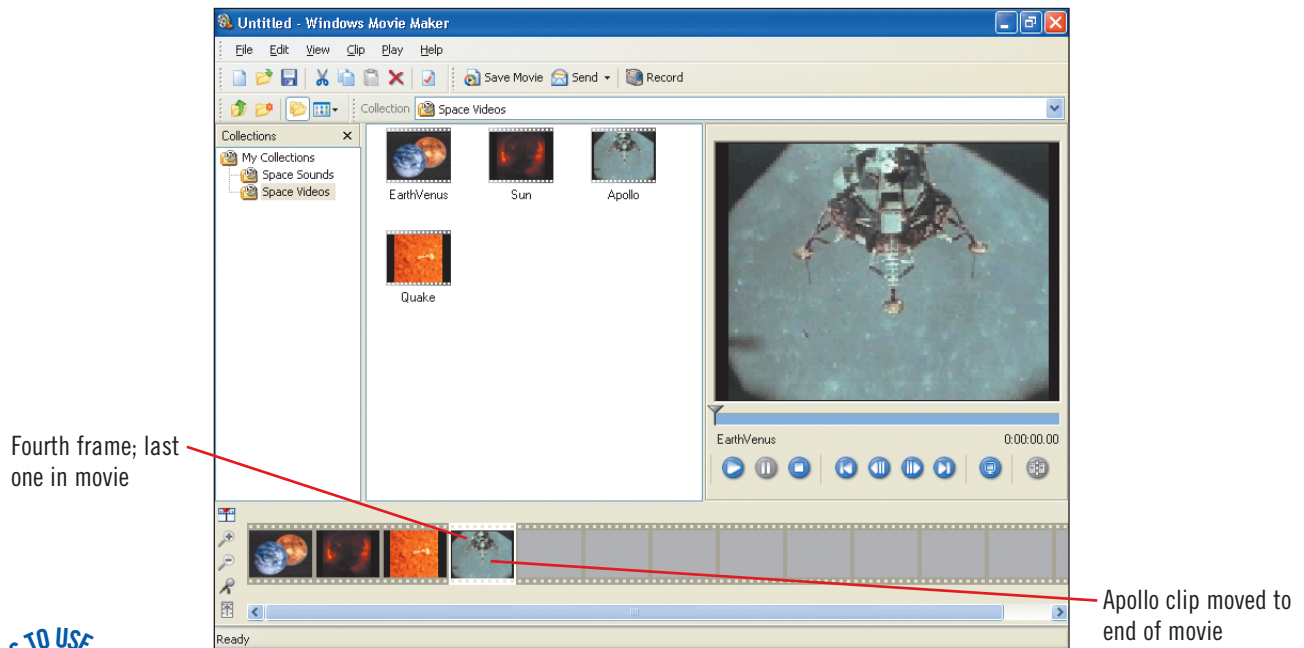


FIGURE M-9: Reordered clips in Storyboard view




Creating a slide show

You can use Movie Maker to create slide shows by using still images that you create using a digital camera, Web camera, or scanner instead of video clips. The images must be saved in one of the formats listed for still images in Table M-1. You can import them into Movie Maker and create transitions between them, just as you would in a movie. To specify how long you want to display an image, click View on the menu bar, click Options, then under General in the

Options dialog box, enter a number in the Default imported photo duration (seconds) text box. You can change the durations for individual pictures in Timeline view. You can also add sound clips to create a sound track that plays as your pictures appear on the screen. Portrait-oriented pictures in Movie Maker are the same height as landscape-oriented pictures, and Movie Maker inserts a black background on either side of each one.



Trimming Clips in Timeline View



Frequently, the clips you record or import into Movie Maker run longer than you want them to in your final movie. You can easily trim clips in Timeline view by playing the clip and setting the **start trim point** and **end trim point**. The portion between the trim points remains in your movie. The frames before and after the trim points are deleted from your movie, but the original clip in your collection is not affected and retains its original length. You can trim a clip as it plays, or you can pause and set the trim points. You can use the Start Trim Point and End Trim Point commands on the Clip menu, although it's often faster to use the timeline **trim handles** (small triangles above the selected clip) or keyboard shortcuts.  John wants a shorter Sun clip in his movie, so he trims it.

Steps 1234

1. With the Planets project open, click the **Timeline button**  on the left side of the storyboard, then click the **Zoom In button**  in the workspace

The project appears in Timeline view with the timeline increments expanded, in which you can trim clips.

QuickTip

To split a clip in two, select the clip, play it to the point where you want to break it, press the Pause button  on the Monitor bar, then click the Split Clip button  on the Monitor bar.



2. In the timeline, click the **Sun clip** (the second clip in the movie), then view its length in the timeline

The Sun clip is selected. Notice that the timeline above the selected clip is now highlighted, and that the numbers indicate that the clip runs from about 12 seconds to about 1 minute, 10 seconds, for a duration of just under one minute as shown in Figure M-10. The name of the clip appears repeatedly between its start and end points.

3. Click **Clip** on the menu bar, then click **Set Start Trim Point**

You set the start trim point at the beginning of the Sun clip.

Trouble?



If you didn't pause the clip near 40 seconds, use the Previous Frame  or Next Frame  button on the Monitor bar to get as close as possible to 40 seconds.

4. Click the **Play button**  on the Monitor bar, wait until the time display below the monitor approaches 40 seconds, then click the **Pause button**  on the Monitor bar

A thin black line appears in the timeline at about 52 seconds indicating the current position in the movie.

5. Click **Clip** on the menu bar, then click **Set End Trim Point**

The timeline above the Sun clip starts at about 12 seconds and ends at about 52 seconds. The clip's length is reduced to about 40 seconds. If you don't set the end trim point at exactly 40 seconds, don't worry; you'll have a chance to correct it in the next two steps.

6. With the Sun clip still selected, place the pointer over the **End trim handle**  above the clip, until the pointer becomes 

The Screen Tip reads End Trim. See Table M-2 for a summary of the mouse pointers available in Timeline view.

QuickTip

To restore a clip on the storyboard to its original length, click Clip on the menu bar, then click Clear Trim Points.

7. Drag the **End Trim handle** slowly to the left, from 52 seconds until the end point is at about 32 seconds, as shown in Figure M-11

8. With the Sun clip still selected, click the **Play button**  on the Monitor bar

The shortened clip plays for the duration you set.

FIGURE M-10: Selected clip in Timeline view

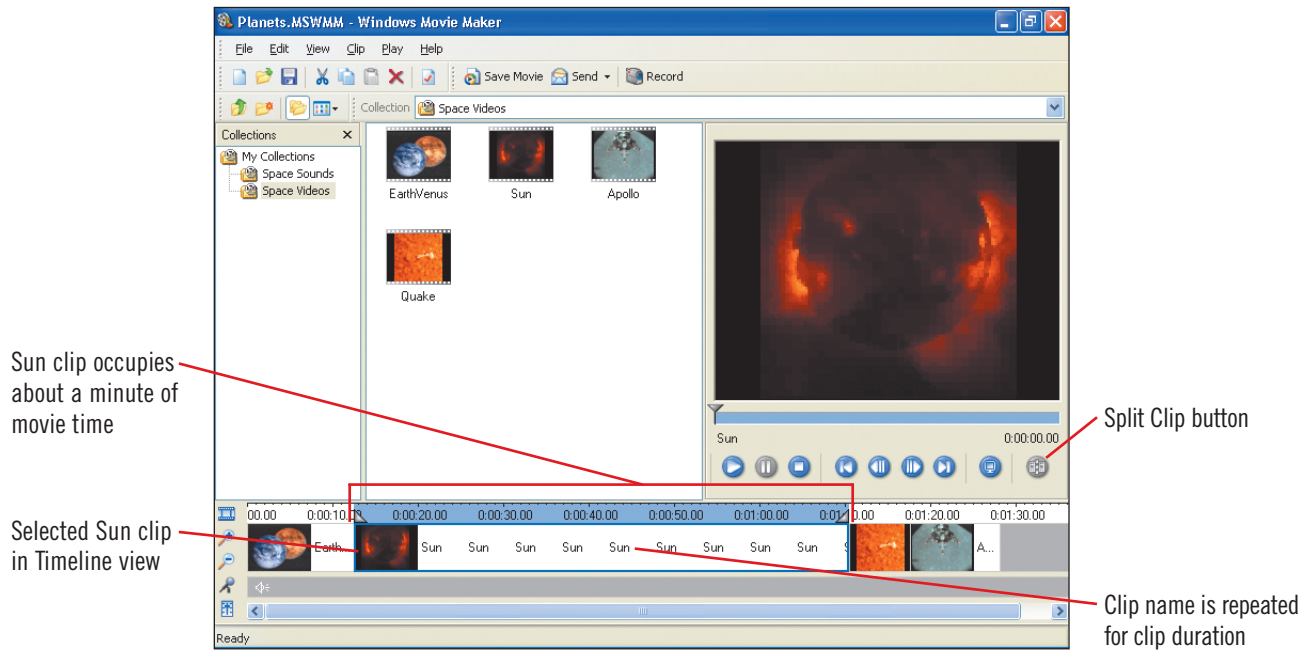


FIGURE M-11: Trimming a clip using trim handles

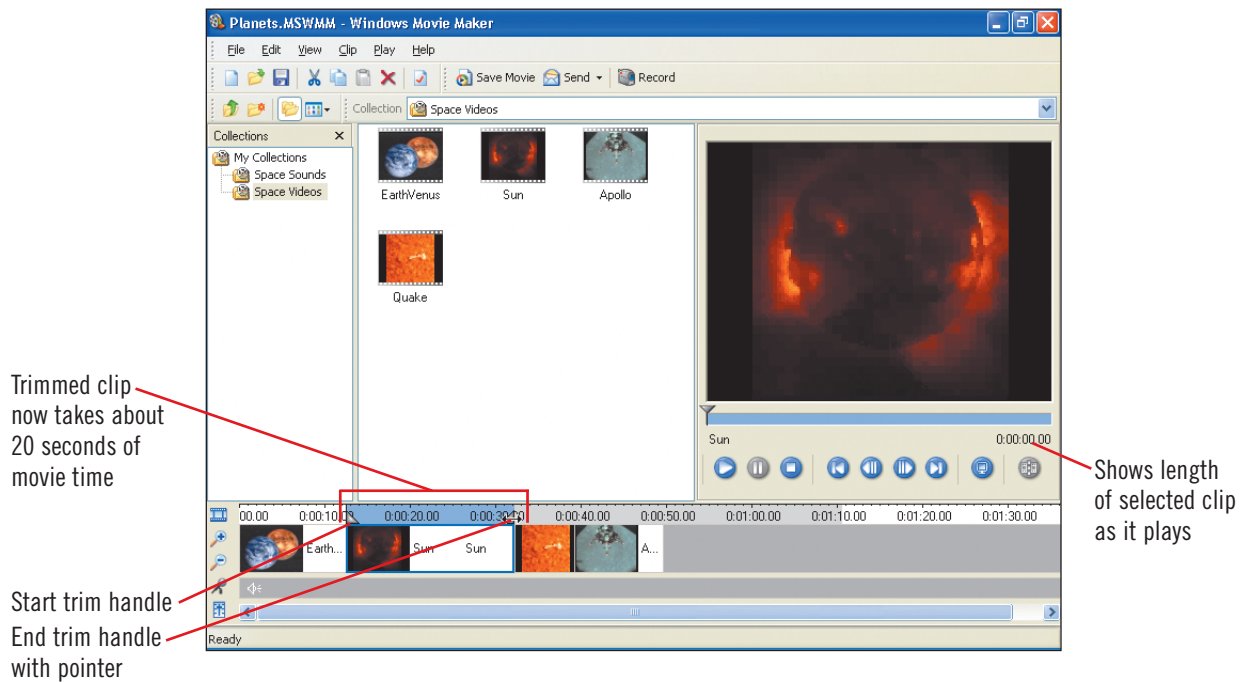






TABLE M-2: Pointers in Timeline view

pointer	use to
	Select or drag clips to new locations
	Set play indicator in the location you click
	Drag play indicator or drag trim handles



Creating Transitions between Clips

Transitions are the way your movie clips change from one to the next. The default transition is a **straight cut**, where one clip ends and the next one starts immediately. You can achieve smoother, more gradual transitions by creating **cross-fades**, in which one clip slowly disappears while the next clip slowly appears. To create transitions, drag a clip so that it overlaps the clip to its left. The amount of overlap determines the length of the transition. A large overlap creates a long transition; a smaller overlap creates a shorter one.  John decides that his movie would be more effective if he had short transitions between each of his clips.


Steps 1234


QuickTip




To combine two separate clips, select each clip, click Clip on the menu bar, then click Combine.

1. With the Planets project open in Timeline view, click the **Zoom In button**  in the workspace

The EarthVenus and Sun clips appear on the screen in the timeline with the Sun clip selected.

2. Position the pointer  in the timeline over the Sun clip picture, then drag the **Sun clip** to the left, about an inch to the point shown in Figure M-12

As you drag the mouse button, the pointer changes to . After you release the mouse button, notice that most of the Sun clip picture in the timeline now overlaps the end of the EarthVenus clip. The overlap area appears, as shown in Figure M-13. This creates a cross-fade transition. The timeline indicates that the cross-fade lasts for about a second and a half. When you play the video, both images appear simultaneously on the screen for the transition time as the first fades into the second.

3. Position  on the timeline just before the cross-fade area to place the play indicator there, click the **left mouse button**, click the **Play button**  on the Monitor bar, watch the transition on the monitor, then click the **Stop button**  on the Monitor bar

4. Position the pointer over the **Play indicator**  on the timeline (which changes to , then drag the **Play indicator** back before the cross-fade area

See Table M-3 for a list of monitor navigation shortcuts.

5. Repeatedly click the **Next Frame button**  on the Monitor bar while watching the monitor

You see the transitions occur frame by frame.

QuickTip

To undo a transition, drag the right clip to the right, so the two clips no longer overlap.

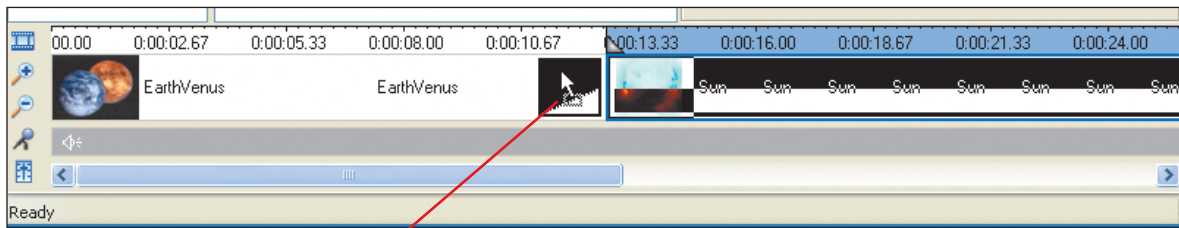
6. Drag the **Sun clip** to the point shown in Figure M-14 (about an inch further to the left)

The transition now takes about three seconds, so it's more gradual than before. Figure M-14 shows the longer transition.

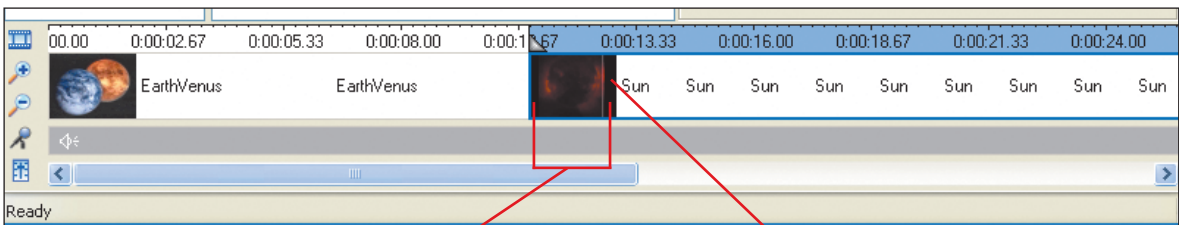
7. Scroll to the left in the workspace using the horizontal scroll bar, then create transitions of about 3 seconds in length between the Quake and Sun clips and the Apollo and Quake clips. The Apollo clip now ends at around 40 seconds.

8. Click **Play** on the menu bar, click **Play Entire Storyboard/Timeline**, then view the movie and the transitions

The play indicator returns to the EarthVenus clip, and the entire movie plays on the monitor.

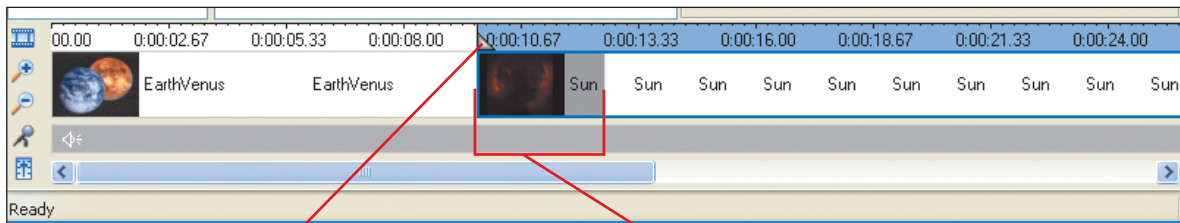
FIGURE M-12: Transition between two clips in process

Drag clip to here

FIGURE M-13: Transition between two clips completed

Overlap area indicates cross-fade








End of cross-fade

FIGURE M-14: More overlap creates longer transition

Drag clip to here

Sun clip overlaps with EarthVenus clip for about 4 seconds

TABLE M-3: Monitor navigation shortcuts


to	do this
Play clip	Click  or press [Spacebar]
Pause a playing clip	Click  or press [Spacebar]
Return to beginning of project	Double-click 
Play clip frame by frame	Click  or 
Move play indicator to next or previous clip	Click  or 





Windows XP

Steps 1234

Adding a Soundtrack

With Movie Maker, you can put two types of sounds in your movies: sounds that are part of a video clip, and separate sounds, such as music or narration, that appear on the Audio bar of the timeline. You can import and edit sound clips in the soundtrack the same way you edit video clips using the Audio bar. Remember that if you use a clip from a CD, you must obtain permission from the publisher.  John already recorded a sound clip that he wants to use with his movie of space videos, so he imports it into his collections and adds it to his movie.

1. With the Planets project open, click the **Space Sounds** collection in the Collections pane
You want to add some sound files to the Space Sounds collection.
2. Click **File** on the menu bar, then click **Import**
The Select the File to Import dialog box opens.
3. Click the **Look in list arrow**, navigate to the drive and folder where your Project Files are located if necessary, press and hold **[Ctrl]**, click the sound files **MM M-14.wma**, **MM M-15.wma**, and **MM M-16.wma**, then click **Open**
All the sound files appear in the Space Sounds collections.
4. Drag the **MM M-14** sound clip from the Collections area to the left edge of the Audio bar, below the EarthVenus clip
See Figure M-15. As you drag the sound clip on the Audio bar, a small dark gray bar appears to indicate the new location of the clip, and the pointer changes to . The name of the clip appears in the Audio bar. Its duration is approximately 25 seconds.
5. Use the horizontal scroll bar to display the end of the last clip, drag the **MM M-15** sound clip from the Collections area to the right of MM M-14 on the Audio bar, then drag **MM M-16** from the Collections area to the right of MM M-15
Now all the sound files are on your Audio bar.
6. Drag the **MM M-15** sound clip in the Audio bar to the left and over the MM M-14 sound clip, so that they overlap to the beginning of the Quake video clip
You created a transition where the two sound clips overlap. During the audio transitions, both sound clips play at once; you cannot produce a cross-fade transition using sounds.
7. Use the horizontal scroll bar to display the end of the last clip, click the **MM M-16** sound clip in the Audio bar to select it if necessary, then drag the **End Trim handle** of MM M-16 to adjust the sound length to the end of the video
Compare your screen to Figure M-16.
8. Click **Play** on the menu bar, click **Play Entire Storyboard/Timeline**, then watch the monitor to see how the audio clips coordinate with the video clips
9. Click the **Save Project button**  on the Standard toolbar to save the project

Trouble?

Depending on the exact locations of your transitions, your results may vary.



Adjusting audio levels

With Movie Maker, you can play a video clip sound and soundtrack simultaneously and have one play louder than the other. For example, a video clip of an airplane might have airplane engine noises as part of the video clip. You can add a soundtrack from a CD or a narration that plays louder than the engine


noises. To adjust the balance between the video clip sound and the soundtrack you created, click the Set audio levels button  in the workspace. In the Audio Levels dialog box, drag the slider towards the Video track or the Audio track to increase the volume, then click the Close button in the dialog box.

FIGURE M-15: Sound files in Audio bar

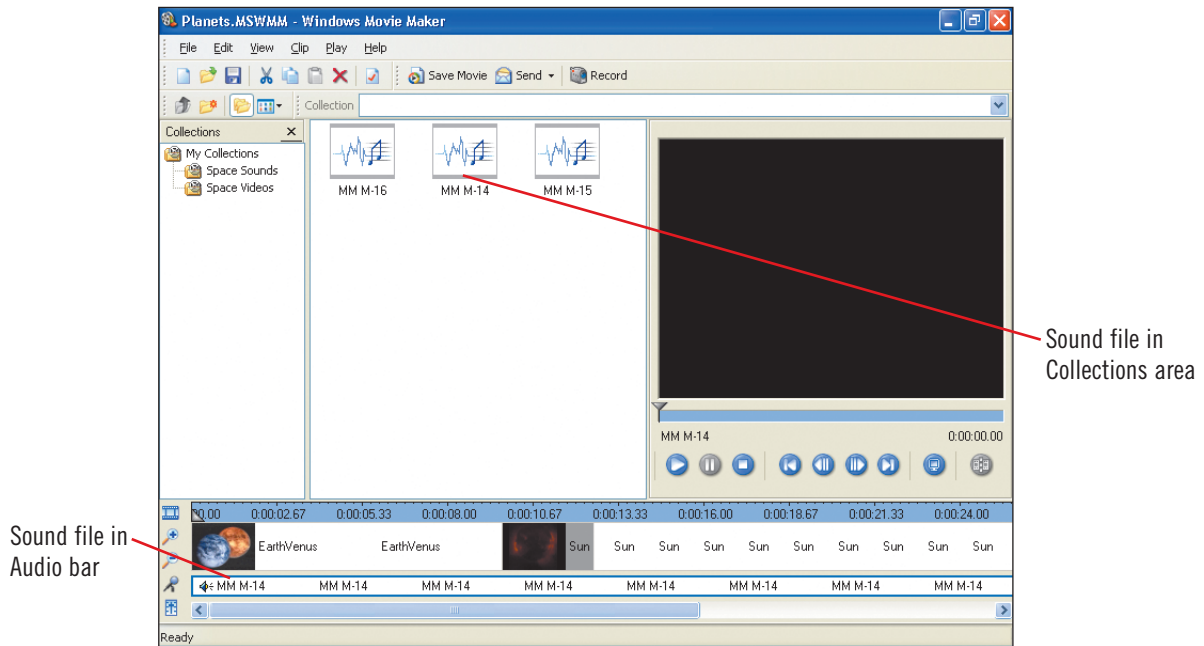
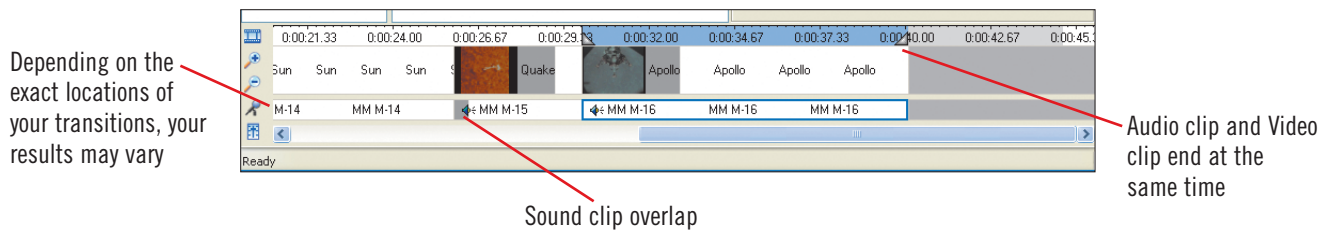


FIGURE M-16: Audio clip adjusted to end of last video clip

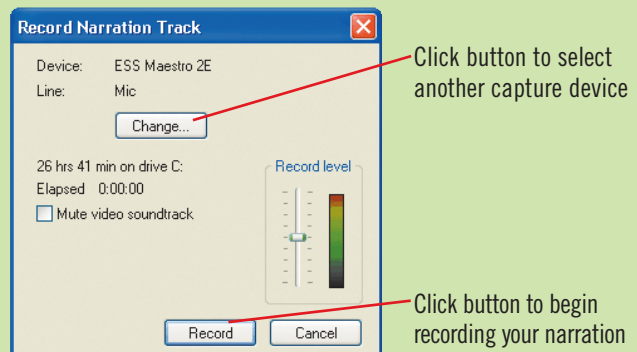


Adding narration

If you have a microphone attached to your computer, you can record a narration to accompany your movie. Your narration is saved as a .wav sound file directly in your Collections area so that you can place it in the Audio bar like any other audio clip. To record a narration, make sure you are in Timeline view, click File on the menu bar, then click Record Narration. In the Record Narration Track dialog box shown in Figure M-17, click Change to choose the capture device you are using. In the Configure Audio dialog box, click the Input line list arrow, click Line or Line In, then click OK. In the Record Narration Track dialog box, click Record, then start narrating. When you finish speaking, click Stop. In the Save


Narration Track Sound File dialog box, name the narration file, then click Save. Drag the narration to the appropriate location on the Audio bar.

FIGURE M-17: Record Narration Track dialog box







Saving and Viewing Your Movie

Once your movie looks and sounds the way you want, you can save it in .WMV format using the Save Movie command on the File menu. Use the .WMV file to play your movie in Windows Media Player, e-mail it to others, or place it on the Web. In the Save Movie dialog box, you can choose three levels of quality: low, medium, and high. In choosing movie quality, consider how you will distribute the movie. The higher the playback quality, the larger the file size, which increases the download time when you play back the movie over the Web. In the Save Movie dialog box, you can also specify the information viewers see when they play your movie in Windows Media Player.  John wants to save his movie so that he can place it on his Web site to share it with friends and family.

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1. With the Planets project open, click the **Save Movie button**  on the Project toolbar
The Save Movie dialog box opens.
2. Click the **Setting list arrow**, then click **Medium quality (recommended)** if necessary
The Medium quality option strikes a good balance between quality video output and file size.
3. Click in the **Title text box**, type **Found in Space**, press [Tab], type your name, press [Tab] three times to place the insertion point in the Description text box, then type **NASA shots with music**
The information is filled in for the Save Movie dialog box, as shown in Figure M-18. The information you entered in the text boxes in the Save Movie dialog box appears when your movie plays in Windows Media Player.
4. Click **OK**
The Save As dialog box appears.
5. Click the **Save in list arrow**, navigate to the drive and folder where your Project Files are located, type **Space Movie.wmv** in the File name text box, then click **Save**
The Creating Movie dialog box opens, displaying a progress meter while the movie is created. Upon completion, a dialog box appears, telling you that the movie has been saved and asking if you want to watch it now.
6. Click **Yes**
Your movie plays, including video and sound. Notice that the information you entered in the Save Movie dialog box appears here.
7. Use the **Play/Pause button** and the **Volume control slider** on the Seek bar, as shown in Figure M-19, to adjust settings and view the movie again, then click the **Close button** in the Windows Media Player
8. In the Collections pane, click the **Space Sounds** collection, click the **Delete button**  on the Standard toolbar, click **Yes** to confirm the deletion, then delete the Space Videos collection
You deleted the specified collections.
9. Click the **Close button** in Movie Maker if necessary, click **Yes** to create a backup of your collections file, name the back-up file **Space Project Backup**, then save it to the drive and folder where your Project Files are located

Trouble?

If you are asked to save the project, click Yes.

FIGURE M-18: Save Movie dialog box

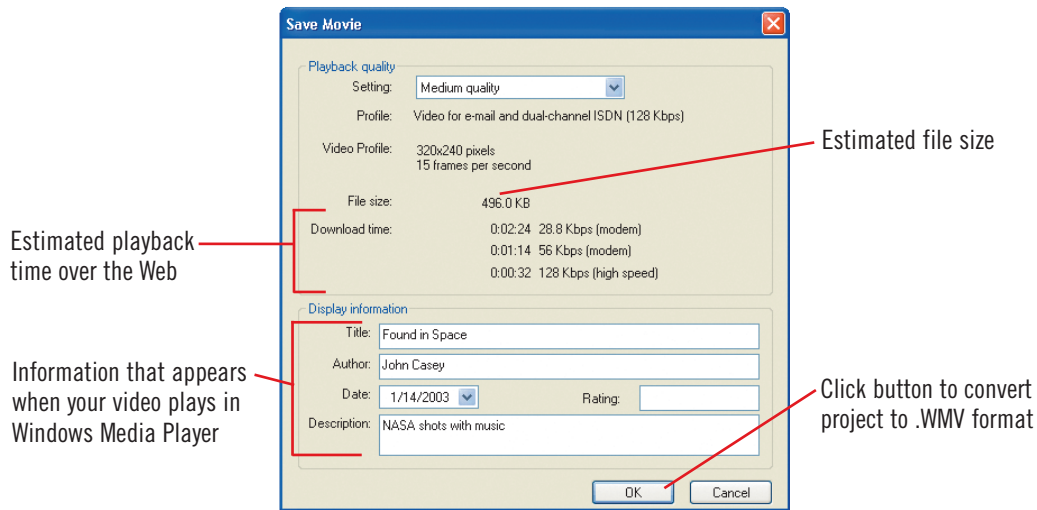
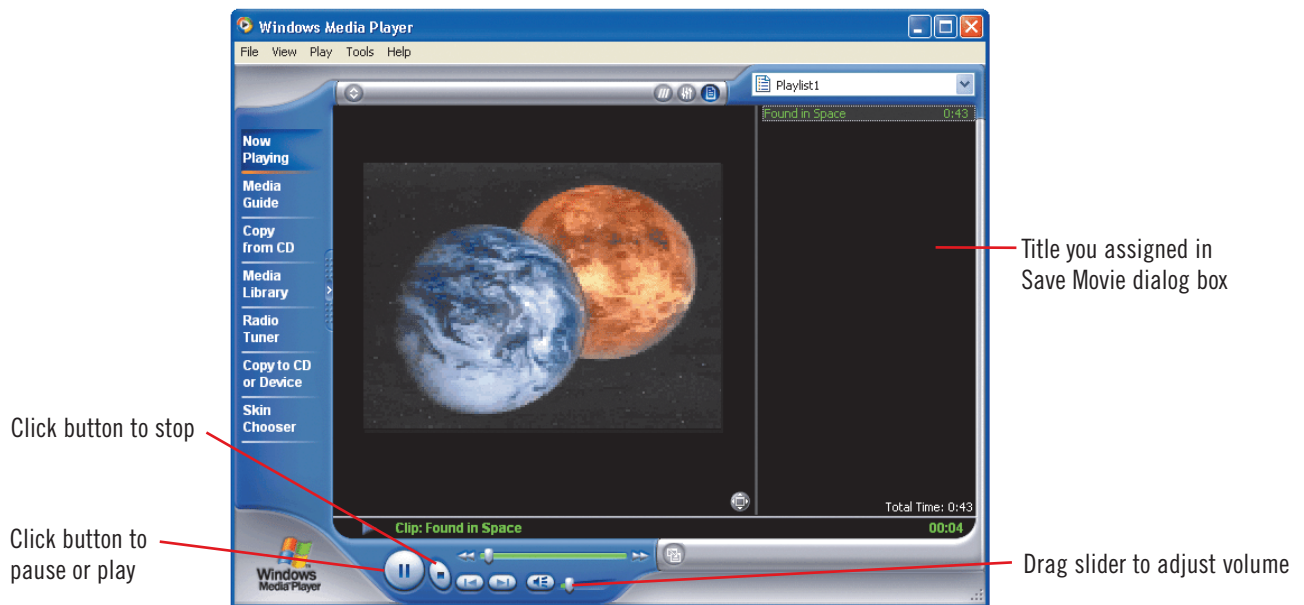



FIGURE M-19: Your movie in Windows Media Player



Sending a movie in an e-mail message

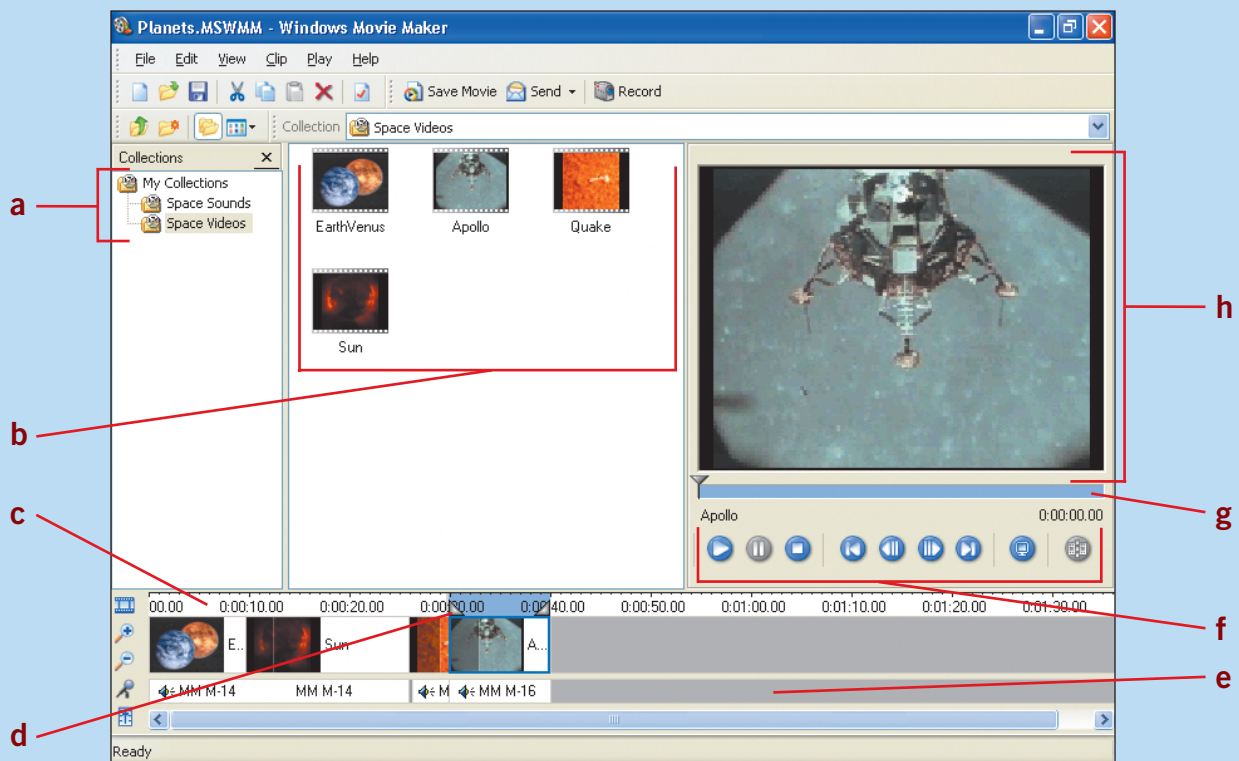
After you create a movie, you can send it in an e-mail message by clicking the Send button  on the Project toolbar, then clicking E-mail. In the Send Movie Via E-mail dialog box, select a movie quality option, enter the display information that you want to appear when your movie is played, then click OK. In the Name the movie to send dialog box, enter a file name for the movie, then click OK. Movie Maker creates your movie, then asks you to select your e-mail program, such as Outlook Express. Double-click your e-mail program in

the list, address your e-mail message, then click the Send button. When sending an e-mail with a movie attached, be aware that some ISPs limit the size of incoming messages and that large e-mails take longer to send and receive. If your e-mail program is not in the list, click As an attachment in another e-mail program. This compresses and saves the file to your hard disk, where you can manually attach the movie file to an e-mail message using your e-mail program.

► Concepts Review

Label each element of the screen shown in Figure M-20.

FIGURE M-20



1. Which element points to the timeline?
2. Which element points to the monitor?
3. Which element points to the Seek bar?
4. Which element points to the Collections pane?
5. Which element points to the Collections area?
6. Which element points to the Audio bar?
7. Which element points to the Monitor bar?
8. Which element points to the Start trim handle?

Match each of the terms with the statement that describes its function.

- | | |
|----------------|--|
| 9. Clip | a. View most convenient for changing clip order |
| 10. Collection | b. Audio or video segment |
| 11. Storyboard | c. View most convenient for adding transitions |
| 12. Timeline | d. Group of clips |
| 13. Cross-fade | e. Method of changing from one clip to the next in a movie |

Select the best answers from the following lists of choices.

14. Before you can use a pre-existing video clip in Movie Maker, you must first _____ it.
 - a. Record
 - b. Import
 - c. Collect
 - d. Transition
15. A “working copy” of a movie is called a
 - a. Storyboard.
 - b. Timeline.
 - c. Project.
 - d. Clip.
16. To trim clips, you must ensure that Movie Maker is in which view?
 - a. Project
 - b. Timeline
 - c. Trim
 - d. Storyboard
17. Which one of the following is a video format that Movie Maker can import?
 - a. .avi
 - b. .mswmm
 - c. .wav
 - d. .jpeg

► Skills Review

1. **Plan a Movie Maker video.**
 - a. Write the basic steps in planning a Movie Maker video without referring to the unit material.
 - b. Compare your results to page M-2.
2. **Start Movie Maker and view a project.**
 - a. Start the Movie Maker program.
 - b. Open the Project File MM M-7.mswmm (locate the file if necessary), and play it in Storyboard view.
 - c. Display and play the project in Timeline view.
 - d. Zoom in, then zoom out, then redisplay the project in Storyboard view.
3. **Import and view video clips.**
 - a. Import and view the following picture from your Project Files: MM M-8.jpeg, MM M-9.jpeg, MM M-10.jpeg, and MM M-11.jpeg. (*Note:* Because the files are still images, you can import them into the same collection.)
4. **Organize and remove clips and collections.**
 - a. Rename the clips Wagon, Horse, Shed, and Bales, respectively.
 - b. Create a collection called **Country Pictures**, then move all the pictures into the collection.
 - c. Create another collection called **Country Sounds**.
5. **Create a Movie Maker project file.**
 - a. Create a new Movie Maker project. Since you are using still photographs, your project is a slide show.
 - b. Drag the Bales, Shed, Horse, and Wagon photos into the first four positions in the Storyboard.
 - c. Save the project as **Wyoming**, then play it in Storyboard view.
 - d. Change the order of the clips so that the Shed picture is the last clip in the slide show, then save the project.
6. **Trim clips in Timeline view.**
 - a. View the project in Timeline view.
 - b. Extend the Wagon clip to 6 seconds using the End Trim marker. (Because these are still images, you can extend the length of time they display on screen. You cannot do this with video images, which have fixed lengths.)
 - c. The Horse, Shed, and Bales clips should default to 5 seconds each. Play each clip to verify its length, then play the entire Timeline.

7. Create transitions between clips.

- a. Set the Horse clip so it overlaps the Wagon clip for about 2 seconds.
- b. Set transitions of about 1 second for the remaining clips, then save the project.

8. Add a soundtrack.

- a. Import the sound file MM M-12.wma into the Country Sounds collection, then add the file as the soundtrack.
- b. Play the slide show with its soundtrack, then save the project.

9. Save and view your movie.

- a. Save your movie with the filename **Wyoming**, setting the following information to display: Title: Out West; Author: Your name; Description: Pictures of last year's trip.
- b. View the movie in Windows Media Player.
- c. Remove the clips and collections you created, close Movie Maker, then back up the remaining collections if necessary.

► Independent Challenge 1

You work for the National Aeronautics and Space Administration (NASA) as the educational outreach liaison for the state of Florida. Your job is to organize field trips to Cape Canaveral and to visit schools across the state to stimulate student interest in NASA programs. You plan to create a movie to show in classrooms and to place on the NASA Educational Outreach Web site. Your manager asks you to create a sample movie using Movie Maker.

- a. Start Movie Maker and create a new project if necessary.
- b. Import the following clips in your collections area: MM M-2.avi, MM M-3.avi, MM M-4.avi, MM M-5.avi. View each one, then rename the clips as follows: the clip in the collection MM M-2 to EarthVenus; MM M-3 to Sun; MM M-4 to Apollo; and MM M-5 to Quake.
- c. Rename the MM M-2 collection as **NASA Videos**, move all the video clips into the NASA Videos collection folder, then delete the empty collection folders.
- d. Create a collection named **NASA Sounds**, then import the audio file MM M-13.wma into the Collections area.
- e. Create a movie project in Storyboard view by dragging the clips into the following frames: Quake into Frame 1, Apollo into Frame 2, EarthVenus into Frame 3, and Sun into Frame 4. Save the project as **NASA**.
- f. In Timeline view, trim the Sun clip to 10 seconds. Play the clip to verify its length, making necessary adjustments.
- g. Create a transition of approximately 2 seconds between each clip. Play each transition frame by frame, and verify the length of each in the timer below the Seek bar.
- h. Add the sound clip MM M-13.wma to the sound track. Position it in the middle of the movie so that the show starts in silence, plays the audio clip in the middle, and ends in silence. (You will have approximately 7 or 8 seconds of silence at the beginning and the end of the movie.)
- i. Preview the entire movie in the monitor.
- j. Save the project as a movie. Save it with medium quality, title it **Journey**, add your name as the author, then add the description **Apollo shots with drum**. Name the movie file **Education**. Open and play the movie in Windows Media Player.
- k. Delete the collections you created, then close Movie Maker.

► Independent Challenge 2

The owner of Wee Folks Preschool wants to produce an advertising movie for its Web site. She asks you to bid on the job. As part of your bid, you prepare a sample movie using the Movie Maker sample files and an added sound track.

- a. Start Movie Maker and create a new project if necessary.
- b. Import the Windows Movie Maker Sample File.wmv from the My Videos folder in the My Documents folder or from the drive and folder where your Project Files are located.

- c. Create a **Sounds** collection, then import the sound files Play1 and Play2 from the folder where your Project Files are located into the new collection.
- d. Create a movie approximately 20 seconds long, using the sample files and the Play1 and Play2 clips. You may add any other sound clips you like.
- e. Adjust clip lengths and transitions in any way you think would be effective. Adjust the audio levels using the Set audio levels button in the workspace to change the audio balance between the sound in the video and the sound in the Audio bar. Save the project as **Wee Folks**.
- f. Save the project as a movie named **Wee Folks Sample**. Assign the piece an appropriate title and description, and be sure to include your name as the author. View the movie in Windows Media Player.
- g. Delete the collections you created, then close Movie Maker.

► Independent Challenge 3

You are planning to set up a Web site for your upcoming family reunion on the free server space from your Internet Service Provider (ISP). You want to use Movie Maker to create a slide show of interesting family pictures and place it on the site. Keep in mind, however, that your ISP limits your site to 5 MB, so you have to monitor the sizes of your graphics and the movie.

- a. Choose five appropriate pictures in JPEG format to include in your show. If necessary, scan them from hard copy using a scanner. Make sure each image is under about 400 KB. You may need to reduce the resolution to achieve this. If you do not have access to any photographs in JPEG format or cannot get to a scanner, use the files MM M-8.jpeg, MM M-9.jpeg, MM M-10.jpeg, and MM M-11.jpeg in the folder where your Project Files are located.
- b. Create a **Slides** collection, then move all photographs into it.
- c. Set up the slide show as a Movie Maker project, adjusting clip locations, display times, and transitions in any way you feel is effective, then save the project as **Reunion**.
- d. Record a sound track from a CD. Make the sound clip about 20 seconds long, and include it in your slide show. If you cannot record sound clips, use one of your own or one or more of the sound clips from the folder where your Project Files are located.
- e. If you have a microphone, add narration to the slide show. If not, continue to the next step.
- f. Save the project as a movie, using appropriate title and descriptive information, then save the movie as **Family Reunion**. Play it in Windows Media Player. Delete the collections you created, then close Movie Maker.



Independent Challenge 4

You are being considered for a job as a junior product manager at the Blythe International Advertising Agency, which prepares custom marketing videos for clients worldwide. As part of the selection process, the marketing director asks you to submit a short movie created in Movie Maker that shows your skills. You can choose the subject.

- a. Locate approximately five .avi files and two or three sound files. If you have a video capture card, create your own .avi files from videotape; if you have access to a digital video camera, create and record clips directly into Movie Maker. Or go to a search engine such as Alta Vista, Yahoo!, Excite, or Infoseek, and search for keywords such as “video,” “sound files,” or “.avi.” You may also add still images in JPEG or other acceptable formats. Be aware of the size of any clips you create or download.
- b. Plan and create a movie, using trimming, transitions, sound files, and/or narration. Save the project file as **Blythe**.
- c. Preview the movie in the monitor.
- d. When you are satisfied with its contents, save the project as a movie named **Blythe Sample**. View it in Windows Media Player.

► Visual Workshop

Using the skills you learned in this unit, create the project shown in Figure M-21. Save the project as **Odyssey**. (*Hint:* You can use the Copy and Paste commands to copy any sound or video file.) All necessary files are in the folder containing your Project Files. The three video clips you need are MM M-2.avi (EarthVenus), MM M-3.avi (Sun), and MM M-4.avi (Apollo). The sound clip you need is MM M-6.wma. Save the project as a movie named **Space Odyssey**.

FIGURE M-21

